

M S D P



MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS PROMOTIONAL EXAMINATION IN WHICH LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **DATA PROCESSING MANAGER III**

POSITION TITLE: **MANAGER, IT STRATEGIC DEVELOPMENT OFFICE**

SALARY: **\$6334 - \$6984**

LOCATION: **SACRAMENTO**

FINAL FILING DATE: **JANUARY 3, 2005**

DUTIES/RESPONSIBILITIES

Under the general direction of the Chief, Program and Project Management Division (PPMD), the Manager, Information Technology (IT) Strategic Development Office (SDO) ensures that departmental IT projects effectively support the Department's strategic plan in fulfilling its mission by supporting the selection of the best IT investments and enabling successful IT project delivery. Manages a multi-disciplinary team consisting of four Staff/Senior Information Systems Analysts to administer this strategic plan, annual updates of the Agency Information Management Strategy (AIMS) and the IT standards process that specifies the architectural elements. Manages two Associate Information Systems Analysts to certify department IT procurement requests for standards consistency and compliance with State requirements. Responsibilities include, but are not limited to:

- Leads and sustains the Department's IT strategic planning and deployment by identifying the departmental strategic imperatives which IT must support (IT Strategic Plan/AIMS), develops blueprints and migration plans to provide this support (IT Enterprise Architecture) and

facilitates establishment of detailed technical standards (IT Standards Committee) to comply with the plans.

- Manages the IT Certification Unit, which is responsible for the development and maintenance of all information technology procurement policies, standards, guidelines, internal controls and procedures. The unit reviews procurements that focus exclusively on IT products and services and works with the Department's Division of Procurement and Contracts to review the IT components for procurements that also include non-IT goods and services. The approval process will include a review of procurement documentation for adherence to all IT policies, standards and guidelines. Acts as liaison to the Department of General Services on issues related to information technology procurement of goods and services.
- Conducts special studies on technical and functional IT issues as directed by executive management. The studies may pertain to technical issues (such as the extent to which the Department uses a particular IT product or technology), responds to control agency inquiries, or addresses questions on the Department's IT projects, policies, or procedures. Researches issues, identifies findings, assesses alternatives and develops recommendations as appropriate. Conducts the special studies independently or leads focus groups as appropriate.

MINIMUM QUALIFICATIONS

Applicants must have a permanent civil service appointment with the Department of Transportation and meet the following qualifications by the final file date in order to participate in this examination.

Either I

Two years of experience in the California state service performing electronic data processing duties in a class with a level of responsibility equivalent to Data Processing Manager I, at least one year of which shall have been in a management assignment.

Or II

Three years of experience directing all phases of the operation of a large electronic data processing installation. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager II.)

Education Experience:

The following educational background is required of all competitors who wish to be given credit for experience under the outside experience pattern for any level:

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation; employee supervision, training, development and personnel management; current computer industry technology and practices; principles of data processing systems design, programming, operations, and controls; State level policies and procedures relating to EDP; the department's goals and policies; department's equal employment opportunity objectives; a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives; and principles of the governmental functions and organizations at the State level, including the legislative process.

Ability to: Develop and evaluate alternatives, make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; identify the need for and assure the establishment of appropriate administrative procedures; plan, coordinate and direct the activities of a data processing staff; make effective use of interdisciplinary teams; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; present ideas and information effectively, both orally and in writing; consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language; gain and maintain the confidence and cooperation of others; and effectively contribute to the department's equal employment opportunity objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated experience in strategic planning processes.
- Demonstrated communications expertise, including developing and delivering presentations.
- Demonstrated experience in dealing with Control Agencies, such as Department of Finance, (TIRU, TOSU), Department of General Services, Agency and other Control Agencies.
- Demonstrated experience in IT Enterprise Architecture development.
- Demonstrated knowledge and ability to effectively supervise, direct and manage a Caltrans IT office of varied professional and technical staff.
- Demonstrated knowledge of state processes, laws, rules and policies that pertain to IT.
- Demonstrated experience in the IT project proposal development and approval process, including feasibility study development and alternatives analysis.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final file date of January 3, 2005. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

Department of Transportation
Information Technology
ATTN: Bertie Martin
1120 N Street, Room 5430, MS 20
Sacramento, CA 95814

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Judy Rodriguez, MSDP Analyst at (916) 227-2139/Calnet 8-498-2139.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examination and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.